

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

March 20, 2002

SUBJECT: INCIDENT COMMAND SYSTEM FORMS - ACTIVATED

PURPOSE: In 1999, the Department's Emergency Operations Guide (EOG) was published to replace the Tactical Manual. The EOG Volume 2, the Supervisor's Field Operations Guide (FOG), contains several Incident Command System forms used to assist in the management of an incident. This Order activates these forms and gives them official Department form numbers.

PROCEDURE: The following forms have been assigned 14 series form numbers. The use for these forms will appear in both the Department Manual, as well as Volume 2 of the EOG. A more detailed description of the completion and distribution of the forms can be found in Volume 2 of the EOG. The following have been activated as official Department forms:

- I. INCIDENT BRIEFING FORM, FORM 14.20.01.** This form is used by Incident Commanders to track resources and document actions taken in the initial stages of tactical incidents such as perimeters, searches and evacuations.
- II. INCIDENT BRIEFING SHORT FORM, FORM 14.20.02.** This form is an abbreviated version of the Incident Briefing Form, Form 14.20.01, and is to be used for small incidents or as an initial briefing report for an incident that expands in size.
- III. INCIDENT OBJECTIVES, FORM 14.20.03.** This form is the first page of an Incident Action Plan, describing the basic incident strategy, control objectives, weather and safety considerations.
- IV. ORGANIZATION ASSIGNMENT LIST, FORM 14.20.04.** This form, completed by the Resources Unit, states which units are activated and the names of the personnel staffing each unit. It is used to complete the Incident Organization Chart, Form 14.20.07.
- V. DIVISION/GROUP ASSIGNMENT LIST, FORM 14.20.05.** This form, completed by the Resources Unit, is used to inform Operations Section personnel of incident assignments.
- VI. INCIDENT RADIO COMMUNICATIONS PLAN, FORM 14.20.06.** This form, completed by the Communications Unit Leader, provides information on all radio frequency assignments for each operational period.

- VII. **INCIDENT ORGANIZATION CHART, FORM 14.20.07.** This form, completed by the Resources Unit, indicates what Incident Command System (ICS) organizational elements are activated and the names of the personnel staffing each element.
- VIII. **PUBLIC INFORMATION SUMMARY - INCIDENT STATUS, FORM 14.20.08.** This form, completed by the SitStat Unit, provides basic information for media releases, and for the next operational period. It is posted on the Incident Command Post displays.
- IX. **CHECK-IN LIST, FORM 14.20.09.** This form, completed by personnel arriving at an incident, records arrival times and initial locations of personnel and equipment. It also records the agency/division of assignment to help determine how far personnel must travel and if outside agencies need to be demobilized.
- X. **CHECK-IN LIST FOR PERSONNEL, FORM 14.20.10.** This form, completed by Logistics Section personnel, is used when an incident requires a large number of personnel resources, and the separation of personnel from equipment is desired.
- XI. **CHECK-IN LIST FOR EQUIPMENT, FORM 14.20.11.** This form, completed by personnel at various incident locations, is used when an incident requires a large amount of equipment resources, and the separation of equipment from personnel is desired.
- XII. **UNIT LOG, FORM 14.20.12.** This form, completed and maintained by Command Staff members, Division/Group supervisors, Strike Teams/Task Forces, Mobile Field Forces (MFF) and Unit Leaders, is used to record unit activity details. After-action report information is extracted from these logs.
- XIII. **INCIDENT PLANNING WORKSHEET, FORM 14.20.13.** This form, completed by personnel conducting event planning, communicates resource assignment decisions made during the Planning Meeting. It is used by the Resource Unit to complete Assignment Lists, and by the Officer in Charge, Logistics Section for ordering resources.
- XIV. **SITUATION REPORT, FORM 14.20.14.** This form, completed by the SitStat Unit, helps personnel obtain and assemble raw intelligence information in a standardized format.
- XV. **INCIDENT STATUS REPORT, FORM 14.20.15.** This form, completed by the SitStat Unit or Officer in Charge,

Planning and Intelligence, is used at Incident Command Posts and the Department Operations Center (DOC) to document pertinent information at a large incident of extended duration. Small, short-term incidents and the initial status of any incident should be documented on the Incident Briefing Short Form, Form 14.20.02.

FORM AVAILABILITY: These forms will be available from the Department of General Services, Distribution Center, in about 90 days, and available on the Department's Local Area Network.

AMENDMENTS: These forms will be added to Volume 5 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Uniformed Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"